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September 14, 2005

To: City Managers/County Administrator
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Planning Directors

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SMART

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Re: Call for Projects: NEW Local Transportation for Livable Communities (TLC) Capital Program and Housing Incentive Program (HIP) Transportation Capital Program Pilot Cycle

TAM is pleased to announce a Call for Projects for the 1st Marin Local cycle of the Local Transportation for Livable Communities Program (**Local TLC**) and the Housing Incentive Program Transportation Capital Program (**HIP Capital**). These two county-level programs are modeled on the regional TLC/HIP program administered by the Metropolitan Transportation Commission (MTC), and are intended to: support small-scale, community-based transportation projects; create sustainable transportation projects that encourage the use of alternative modes; and protect the environment. The Local TLC/HIP Capital programs constitute an exciting new initiative that will support innovative approaches to creating more sustainable communities in Marin. This first Call for Projects is a pilot effort and will be evaluated for overall effectiveness. This pilot phase is a unique effort as described in the enclosed materials.

Each program provides grant funding ranging from \$150,000 to \$500,000 for local transportation projects. The programs differ in terms of timeline, qualifying projects, grant award process, and total amount of grant funding available. Project candidates must have a local agency sponsor.

Projects that provide transportation improvements but are not associated with housing developments must apply for funds through the Local TLC program. Projects that provide transportation improvements which serve housing may first apply to both programs.

APPLICATION AND DEADLINES

Local TLC applications will be accepted in response to this Call for Projects until **November 14, 2005**. Proposed projects will be evaluated competitively and grants will be awarded in December 2005.

HIP Capital applications are accepted on a **continuous basis over the next 18 months**, commencing with this Call for Projects. Grants are awarded to qualifying projects on a first-come, first-served basis until funding is exhausted.

FOR MORE INFORMATION

More detailed information about the Local TLC and HIP Capital programs is included in this application packet. Additionally, an Application Workshop will be held to describe the programs, their application requirements, and eligibility criteria. Finally, all application materials, as well as information about the Local TLC/HIP Capital program and the upcoming workshop, can be downloaded from or viewed at the TAM website at www.tam.ca.gov.

Workshop Date and Time

Wednesday, September 14, 2005
2:00-3:30 p.m.
San Rafael Corporate Center
750 Lindero Drive, San Rafael

Spaces at the workshop can be reserved by contacting:

Trent Lethco
Arup
901 Market Street, Suite 260
San Francisco, CA 94103
Phone: 415-946-0713
Fax: 415-957-9096
E-mail: trent.lethco@arup.com

Please direct program inquiries to Carey Lando at (415) 499-5078 or clando@co.marin.ca.us. I look forward to your participation in this exciting new initiative.

Sincerely,

Dianne Steinhauser
Executive Director

ADDITIONAL PROGRAM FACTS

Both the Local TLC and HIP Capital programs support transportation improvement projects, but differ in terms of timeline, qualifying process, grant award process, and total amount of grant funding available. Below is a brief process description on how a local agency can compete for a grant of these funds.

Local TLC: A local government agency selects a transportation project in the community and submits an application for funding by November 23, 2005. All applications received by the deadline will be evaluated and competitively ranked by TAM to determine which projects should receive funding. For this pilot cycle, a total of approximately \$323,000 is available. A reserve list of projects will be maintained in case additional funds become available.

HIP Capital: A local government agency determines that it has a qualifying housing development planned in the community (which will automatically qualify the local agency for funding, without a competitive process) and also has an eligible transportation project (on which the funds will be spent). Upon review, if TAM determines that the housing development meets the qualifying criteria, HIP funds are programmed to the local agency, in essence reserved for use after the housing project breaks ground. Within the next 18 months, the agency submits an application for funding of the transportation improvement. The grant amount is based on the housing development density and size, as described in the attached program description, with bonus funding for affordable units. The local agency then submits a transportation project description for TAM approval using the attached Local TLC Capital application. Once the housing project breaks ground, the local agency will be authorized to receive funding for the transportation project. The transportation project should be focused toward improving connections between the housing development and nearby transit facilities, but may be located elsewhere in a jurisdiction if existing connections between the housing development and transit facilities are adequate. For this pilot cycle, approximately \$970,000 is available. Funds will be awarded continuously over the next three years until the funding amount is exhausted.

Local Match Required: All transportation projects funded by the TLC and HIP programs require an 11.47% local match. The local match must be a cash contribution to the project from a non-Federal transportation funding source. Local sales taxes, fees, state transportation funds, Community Development Block Grants, or other fund sources can be used as a match. In-kind contributions do not qualify for the local match.

Eligible Transportation Projects: Grants can be used to fund preliminary engineering studies (design and environmental) and construction. This applies to both Local TLC projects and HIP Capital projects. Typical transportation projects that are eligible for funding include:

- bicycle and pedestrian paths and bridges
- pedestrian plazas
- streetscape enhancements
- traffic calming design features
- way-finding signage
- on-street bike lanes
- pedestrian street crossings
- street trees, lighting, and furniture
- transit stop amenities
- gateway features

Follow-up Required: Follow-up with TAM is required at several key points in the process. TAM's project review requirements are included as an attachment to each application form.

Because the funds provided through these programs are federal funds, follow-up prior to and during construction is also required with Caltrans, the designated federal fund administrator.

WHAT'S INCLUDED IN THIS PACKET

The application packet consists of the following documents:

- 1. Call for Project Cover Letter (this document)**
Contains summary, contact info, additional program facts, and a list of other documents in the application packet.
- 2. HIP Capital Application**
Part 1: Basic Information
Part 2: Housing Development Readiness
Part 3: Housing Development Eligibility
- 3. Local TLC Application**
Part 1: Basic Information
Part 2: Project Readiness Criteria
Part 3: Project Eligibility Criteria
Part 4: Project Attachment Checklist
- 4. Local TLC/HIP Capital Program Description**
Everything you need to know about the program. Contains:

Section 1. Program background, context, purpose, and goals
Section 2. Funding amount and process
Section 3. Local HIP Capital program
Section 4. Local TLC program
Section 5. Project review requirements
Section 6. Federal funding requirements and training requirements
Section 7. MTC Resolution 3606 – Project Delivery Policies for Federally-Funded Projects
Section 8. Sample governing board resolution for funded projects